



VILLAGE OF WILLIAMS BAY

250 Williams Street | PO Box 580 | Williams Bay | WI | 53191 | vi.williamsbay.wi.gov

Phone: 262-245-2700

NOTICE

JOINT MEETING OF THE VILLAGE BOARD COMMITTEE OF THE WHOLE & COMMITTEES

TUESDAY, SEPTEMBER 2, 2025 AT 6:45 PM

**Williams Bay School District
250 Theatre Road
Williams Bay, WI 53191**

This meeting will be live-streamed on the Williams Bay School District's YouTube page.

Please see the following link: <https://youtube.com/live/iJdT6C34R7E?feature=share>

AGENDA

The following agenda items may be considered for Discussion, Consideration, or Action

I. Village Board Committee of the Whole

- a. Call to Order
- b. Roll Call
- c. Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*
- d. Joint Village Board Committee of the Whole & Committees Meeting Minutes of August 4, 2025

II. Parks & Lakefront Committee – Russell, Wright, Franzen

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on an Edgewater Park Use and Policy Contract for American Legion Post 102 for Veterans Suicide Prevention 5K Walk/Run on September 20, 2025
- d. Adjourn

III. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on An Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses*

- d. Discussion and Possible Action on Amending Ordinances 390-0310 M. Tourist Rooming House and Code 205, Article III, Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties
- e. Adjourn

IV. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order
- b. Roll Call
- c. Discussion and Possible Action on an Application for Temporary "Class B" Retailers License for Friends of Kishwauketoe NPO for the KNC Wine Walk from 2:00pm to 5:00pm on September 27, 2025
- d. Discussion and Possible Action on an Application for a Temporary Class "B"/"Class B" Retailers License for Mack Glass Community DBA World's Tallest Glass Tree for the World's Tallest Glass Tree Event on December 5, 6, 7, 12, 13, 14, and 15 2025
- e. Conditional Offer for Police Officer Position
- f. Adjourn

V. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)
- 1. Discussion and Possible Action on an Edgewater Park Use and Policy Contract for American Legion Post 102 for Veterans Suicide Prevention 5K Walk/Run on September 20, 2025
- 2. Discussion and Possible Action on an Application for Temporary "Class B" Retailers License for Friends of Kishwauketoe NPO for the KNC Wine Walk from 2:00pm to 5:00pm on September 27, 2025
- 3. Conditional Offer for Police Officer Position
- b. Adjournment

Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the Village Clerk's office in advance so the appropriate accommodations can be made.

Posted: 08/29/2025 5:00 PM
Amended: 08/30/2025 11:00 AM
Posted: 08/30/2025 12:00 PM



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UNOFFICIAL MINUTES JOINT MEETING OF THE VILLAGE BOARD COMMITTEE OF THE WHOLE & COMMITTEES

**MONDAY, AUGUST 4, 2025 AT 6:45 PM
VILLAGE HALL COUNCIL ROOM
250 WILLIAMS STREET
WILLIAMS BAY, WI 53191**

I. Village Board Committee of the Whole

a. Call to Order

President Jaramillo called the meeting to order at 06:56pm.

b. Roll Call

Present: President Adam Jaramillo, Trustees George Vlach, Lowell Wright, Robert Umans, Steven Russell, Mary Bartholomew, Susan Franzen

Also Present: Administrator David Lothspeich, Police Chief Justin Timm, Fire Chief Doug Smith, Fontana Fire Chief Richard Manthy, Village Engineer Doug Snyder, Public Works Director Wayne Edwards, Library Director Joy Schnupp, Zoning Administrator/Code Enforcement Allison Schwark, Recreation Director Ryan Knop, Treasurer Jennifer Wiese, Clerk Tina Kolls

- c.** Meeting Decorum. *According to Robert's Rules of Order, meeting decorum means maintaining respectful and orderly behavior during a discussion, including addressing the chair to speak, staying relevant to the topic at hand, avoiding personal attacks, and generally adhering to courteous conduct while debating issues; essentially, ensuring that discussions are focused and civil, with only one person speaking at a time when recognized by the chair. Violators of meeting decorum will be excused from the meeting.*

d. Joint Village Board Committee of the Whole & Committees Meeting Minutes of July 7, 2025

The motion to approve the Joint Village Board Committee of the Whole & Committees Meeting Minutes of July 7, 2025 was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

II. Parks & Lakefront Committee – Russell, Wright, Franzen

a. Call to Order

Chairman Trustee Russell called the meeting to order at 06:57pm.

b. Roll Call

Present: Trustees Russell, Wright and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Umans and Vlach, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c.** Parks & Lakefront Committee Meeting Minutes of July 16, 2025

The motion to approve the Parks & Lakefront Committee Meeting Minutes of July 16, 2025 was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- d. Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main Pier Cribs 1 & 2, 3 Slips Cribs Between Slips 27-30

The motion to recommend the Finance & Personnel Committee approval of an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main Pier Cribs 1 & 2, 3 Slips Cribs Between Slips 27-30 in the amount of \$24875.00 to be paid for out of Pier Slips Reserves was initiated by Trustee Russell and seconded by Trustee Wright. Unanimously carried.

- e. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Wright at 06:59pm. Unanimously carried.

III. Streets & Highways Committee – Bartholomew, Vlach, Wright

- a. Call to Order

Chairman Trustee Bartholomew called the meeting to order at 06:59pm.

- b. Roll Call

Present: Trustees Bartholomew, Vlach and Wright

Also Present: President Jaramillo, Trustees Umans, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on GFL Garbage Bins. *GFL offered to provide customers with the option to replace their existing 94-gallon carts with smaller 64-gallon containers for all WB customers for an amount not to exceed \$40 per cart, with the exception that all residents with physical limitations or seniors 65 and older to be provided the smaller container at no charge*

The motion to recommend Village Board approval of *GFL's offer to provide customers with the option to replace their existing 94-gallon carts with smaller 64-gallon containers for all WB customers for an amount not to exceed \$40 per cart, with the exception that all residents with physical limitations or seniors 65 and older to be provided the smaller container at no charge* was initiated by Trustee Bartholomew and seconded by Trustee Wright. Unanimously carried.

- d. Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to recommend Finance & Personnel Committee approval on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 was initiated by Trustee Wright and seconded by Vlach. Unanimously carried.

- e. Adjourn

The motion to adjourn was initiated by Trustee Bartholomew and seconded by Trustee Vlach at 07:07pm. Unanimously carried.

IV. Protective Services Committee – Vlach, Umans, Franzen

- a. Call to Order

Chairman Trustee Vlach called the meeting to order at 07:07pm.

- b. Roll Call

Present: Trustees Vlach, Umans, and Franzen

Also Present: President Jaramillo, Trustees Bartholomew, Wright and Russell, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on Proposed Addition to The Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086)

The motion to table the Proposed Addition to the Existing Williams Bay Fire/EMS Station Located at 5 East Geneva Street (WOP 00086) was initiated by Trustee Vlach and seconded by Umans. Unanimously carried.

d. Fontana Emergency Medical (EMS) Monthly Numbers

The Committee reviewed the Fontana Emergency Medical (EMS) Monthly Numbers.

e. Williams Bay Police Chief's Monthly Report

Police Chief Timm gave the Police Chief's Monthly Report. The highlights were:

- Corn & Brat Fest is Coming Up
- National Night Out is August 5, 2025, from 4:30 to 8:30, should be a great time.
- Update on requests for speed signs: the sign by the high school needs parts, the mobile sign is not working and will need to get a replacement. Plan to request through the Capital Improvement Plan.

f. Williams Bay Police Department Monthly Numbers

The Committee reviewed the Williams Bay Police Department Monthly Numbers.

g. Adjourn

The motion to adjourn was initiated by Trustee Franzen and seconded by Trustee Umans at 07:13pm. Unanimously carried.

V. Water & Sewer Committee – Umans, Russell, Bartholomew

a. Call to Order

Chairman Trustee Umans called the meeting to order at 07:13pm.

b. Roll Call

Present: Trustees Umans, Russell and Bartholomew

Also Present: President Jaramillo, Trustees Wright, Vlach, and Franzen, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

c. Village Engineers Report

Village Engineer Snyder gave the Engineer's Report. The highlights included brief updates on:

- STH 67 Reconstruction East-West Section
- Women's Leadership Center
- Corrosion Control Study - Improvements to Water Plant
- Water Plant Letter Flood Map Revision (LOMR) Assistance
- Street Rehabilitation Program
- Harris Road Lift Station (LS 3) Replacement
- Well 2 Pump Replacement/Well 3 Pump Replacement
- Preserve Development - Former GW College
- Park Place CSM
- East Geneva Street Canyon Development - Former Levar
- Willabay Meadows Subdivision - Final Development Plan
- Theatre Road Tennis and Basketball Court - Warranty Item
- Sanitary Sewer Replacement

d. Discussion and Possible Action on Two (2) Quotes From Odling Construction Inc. for the Replacement of Two (2) Residential Lead Service Lines With Reimbursement of the Private Portion by the Property Owner

The motion to recommend Finance & Personnel Committee approval of Two (2) Quotes From Odling Construction Inc. for the Replacement of Two (2) Residential Lead Service Lines With Reimbursement of the Private Portion by the Property Owner was initiated by Trustee Umans and seconded by Trustee Russell. Unanimously carried.

- e. Discussion and Possible Action on A Work Order from Baxter & Woodman for Sanitary Sewer Replacement Design Engineering for the following Projects: (1) Oakwood & Easements Sewer Replacement and (2) Lift Station #4 Gravity Sewer Replacement

The motion to recommend Finance & Personnel Committee approval on A Work Order from Baxter & Woodman for Sanitary Sewer Replacement Design Engineering for the following Projects: (1) Oakwood & Easements Sewer Replacement and (2) Lift Station #4 Gravity Sewer Replacement was initiated by Trustee Umans and seconded by Trustee Bartholomew. Unanimously carried.

- f. *Informational.* Village Water Rate Study - Public Service Commission (PSC) Public Hearing - August 18, 2025

Trustee Umans gave an update on the Public Service Commission (PSC) Public Hearing Scheduled for August 18, 2025.

- g. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 07:36pm. Unanimously carried.

VI. Building, Zoning & Ordinance Committee – Franzen, Vlach, Russell

- a. Call to Order

Chairman Trustee Franzen called the meeting to order at 07:36pm.

- b. Roll Call

Present: Trustees Franzen, Vlach and Russell

Also Present: President Jaramillo, Trustees Bartholomew, Umans and Wright, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on and Ordinance Amending Chapter 12 Boards Commissions Committees Section 12-9 Kishwauketoe Nature Conservancy (KNC) Board. *Reducing Minimum Village Membership on the KNC Board from Five (5) to Four (4)*

The motion to recommend Village Board approval of an Ordinance Amending Chapter 12 Boards Commissions Committees Section 12-9 Kishwauketoe Nature Conservancy (KNC) Board. *Reducing Minimum Village Membership on the KNC Board from Five (5) to Four (4)* was initiated by Trustee Franzen and seconded by Trustee Russell. Trustees Russell and Vlach No. Trustee Franzen Abstained. Motion Failed.

- d. Discussion and Possible Action on An Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses*

The motion to recommend Village Board approval of an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was initiated by Trustee Franzen and seconded by Trustee Vlach.

The motion to recommend Village Board approval of an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was rescinded by Trustee Franzen.

The motion to table an Ordinance Renumbering Sections 128-8 and Creating Section 128-8 of the Code of Ordinances Regulating Licenses for the Sale of Alcohol Beverages. *Establishing standards for renewal of unused liquor licenses* was initiated by Trustee Franzen and seconded by Trustee Vlach. Unanimously carried.

- e. Discussion and Possible Action on Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties.*

The motion to recommend Village Board approval of Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties.* was initiated by Trustee Franzen and seconded by Trustee Russell. Unanimously carried.

- f. Discussion and Possible Action on Amending Ordinances 390-0310 M. Tourist Rooming House and Code 205, Article III, Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties

The Committee Discussed amending Ordinances 390-0310 M. Tourist Rooming House and Code 205, Article III, Short-Term Rental of Residential Dwellings, Including Fees, Enforcement and Penalties.

- g. Code Maintenance Plan Update

Trustee Franzen gave a brief update on the Code Maintenance Plan.

- h. Adjourn

The motion to adjourn was initiated by Trustee Vlach and seconded by Trustee Russell at 08:31pm. Unanimously carried.

VII. Finance & Personnel Committee – Wright, Umans, Bartholomew

- a. Call to Order

Chairman Trustee Wright called the meeting to order at 08:31pm.

- b. Roll Call

Present: Trustees Wright, Umans and Bartholomew

Also Present: President Jaramillo, Trustees Vlach, Russell and Franzen, Administrator Lothspeich, Police Chief Timm, Fire Chief Smith, Fontana Fire Chief Manthy, Village Engineer Snyder, Public Works Director Edwards, Library Director Schnupp, Zoning Administrator/Code Enforcement Schwark, Recreation Director Knop, Treasurer Wiese, Clerk Kolls

- c. Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30

The motion to recommend Village Board approval of an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30 was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- d. Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to recommend Village Board approval of a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 to be funded from borrowed funds was initiated by Trustee Bartholomew and seconded by Trustee Umans. Unanimously carried.

- e. Discussion and Possible Action on Authorization to Dispose of Village Property - Recreation Department Mower(s) and Misc. Items & Public Works Vehicle and Equipment

The motion to recommend Village Board approval of the Disposal of Village Property - Recreation Department Mower(s) and Misc. Items & Public Works Vehicle and Equipment was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- f. Discussion and Possible Action on A Quote from Ventek - Regarding Reducing or Eliminating Accepting Cash for Williams Bay Launch Fees

The motion to recommend Village Board approval of the Eliminating Accepting Cash for Williams Bay Launch Fees was initiated by Trustee Wright and seconded by Trustee Umans. Unanimously carried.

- g. Discussion and Possible Action on 2023 Audit Management Letter Responses - Draft

The motion to recommend Village Board acceptance of the 2023 Audit Management Letter Responses - Draft was initiated by Trustee Wright and seconded by Trustee Bartholomew. Unanimously carried.

- h. Adjourn

The motion to adjourn was initiated by Trustee Umans and seconded by Trustee Bartholomew at 08:37pm. Unanimously carried.

VIII. Village Board Committee of the Whole

- a. Possible Action on Matters Discussed in Committee (Village Board Committee of the Whole)

- 1. Discussion and Possible Action on an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30

The motion to approve an Estimate from Gage Marine to Replace Five (5) Pier Cribs on Williams Bay East Pier: Main pier cribs 1 & 2, 3 slips cribs between slips 27-30 was made by Committee, no second required. Unanimously carried.

- 2.** Discussion and Possible Action on a Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000.

The motion to approve the Bid Price from Rock Road Companies, Inc. for the Restriping of the Yellow Centerline on Cedar Point Drive for an Amount Not to Exceed \$13,000 was made by Committee, no second required. Unanimously carried.

- b.** Discussion and Possible Action on An Ordinance Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties.*

The motion to approve the first reading of Ordinance Amending Chapter 189 Fire and Fire Prevention Section 189-19 Regulating Open Burning. *Amending the Code adding The Preserve Nature Conservancy and Yerkes as exempt properties* was made by Committee, no second required. Unanimously carried.

- c.** Adjournment

The motion to adjourn was initiated by Trustee Wright and seconded by Trustee Bartholomew at 08:42pm. Unanimously carried.

/s/ Tina Kolls, Village Clerk

These are not official Minutes until approved by the Governing Body.

Page 3 EDGEWATER PARK USE AND POLICY CONTRACT



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.
- 9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.
- 10) Any organization requesting use of the kitchen must contact the Lions Club at nelsonbruce@aol.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: Nathan Bond Organization: American Legion Post 102

Address: PO Box

Phone: Veterans Email: nmorganbond@gmail.com / 262.215.3481
Suicide Prevention 5K Walk/Run

Title of Event: _____

Date(s) requested: 9/20/25 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Goal is 100 guests. This is an event to
raise awareness on Veterans suicide prevention.

Contact Information (if different than above)

Name: Amanda Lisenby Organization: Same - Auxiliary President

Address: 11014 Bonner Dr., Walworth WI 53184

Phone: 815.354.2691 Email: amandalisenby@gmail.com

STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF EDGEWATER PARK

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 5TH day of August, 2025

Group or organization American Legion Post 102

Our liability insurance provided by: West Bend Mutual Insurance Company / TABER LLC 608-723-6441
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured)

Policy # B68169400

Signed by: Nathan M. Bond
President or other authorized signatory

Nathan M. Bond
17 Stem St. (PO Box 43)
Williams Bay, WI 53191

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

Revised 11/21/2022 Applicant initials _____

Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191

(262) 245-2700

Receipt No: 20.001863

Aug 5, 2025

REC DEPARTMENT - FACILITY RENTAL REVENUE - Edgewater Park 100-44107 FACILITY RENTAL REVENUE	500.00
Total:	500.00
CHECKS Check No: 305 Payor: NATHAN BOND	500.00
Total Applied:	500.00
Change Tendered:	.00

08/05/2025 12:47 PM

ORDINANCE #2025-10

AN ORDINANCE RENUMBERING SECTION 128-8 AND CREATING SECTION 128-8 OF THE CODE OF ORDINANCES REGULATING LICENSES FOR THE SALE OF ALCOHOL BEVERAGES

WHEREAS, the issuance of a license to sell alcohol beverages in the Village of Williams Bay (Village) is a valuable commodity; and

WHEREAS, the ability of a business to sell alcohol beverages provides an economic benefit to the business and a service to the residents of and visitors to the Village; and

WHEREAS, the Village has an interest in ensuring that any licenses issued to sell alcohol beverages are being fully utilized, so that businesses serving the public and wishing to serve alcohol beverages have such licenses available, within the limits imposed by state statute; and

WHEREAS, the holding of a license to sell alcohol beverages by a business which is not operating is of no benefit to the Village, its residents or visitors; and

WHEREAS, the Building, Zoning and Ordinance Committee has recommended to the Village Board the enactment of an ordinance providing for the nonrenewal of a license to sell alcohol beverages in the event of abandonment of a licensed premises; and

WHEREAS, the Village Board of the Village of Williams Bay having determined that it is the best interests of the Village, its residents, businesses and visitors to follow the recommendation of the Building, Zoning and Ordinance Committee.

NOW, THEREFORE, the Village Board of the Village of Williams Bay hereby ordains as follows:

Section I. §128-8 of the Code of Ordinances of the Village of Williams Bay is hereby renumbered §128-9 the Code of Ordinances of the Village of Williams Bay.

Section II. §128-8 of the Code of Ordinances of the Village of Williams Bay is hereby created to read as follows:

§128-8 Abandonment of premises.

Any licensee holding a license to sell alcohol beverages who has operated and subsequently abandons such business forfeits any right or preference they may have to the renewal of such license. Abandonment shall be grounds for nonrenewal of an alcohol license. The closing of a previously operated licensed premises for at least [120] days in a license year shall be prima facie evidence of an abandonment.

Section III. This ordinance shall take effect upon passage and publication as provided by law.

Approved by the Village Board of the Village of Williams Bay this _____ day of _____, 2025.

VILLAGE OF WILLIAMS BAY

By: _____
Adam Jaramillo, President

Attest: _____
Tina Kolls, Clerk

First Reading: _____
Second Reading: _____
Date Adopted: _____
Date Published: _____

*Village of Williams Bay, WI
Wednesday, May 21, 2025*

Chapter 205. Housing Standards and Rental Property

Article III. Short-Term Rental of Residential Dwellings

[Adopted as § 2.12 of the 2011 Code; amended in its entirety 8-20-2018 by Ord. No. 2018-8]

§ 205-25. Definitions.

As used in this article, the following terms shall have the meanings indicated:

DESIGNATED OPERATOR

An individual who is available to respond to the property within one hour in the event of an emergency or complaint to the Village Police Department.

OCCUPANT

A person who rents a short-term rental.

RESIDENTIAL DWELLING

Any building, structure or part of the building or structure that is used or intended to be used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others.

SHORT-TERM RENTAL

A residential dwelling offered or occupied for rent for a fee or similar consideration for more than six but fewer than 29 consecutive days.

§ 205-26. License required.

Any person who maintains, manages, or operates a short-term rental for more than 10 nights in a calendar year shall obtain a license under this article. Proof of the license and property rules shall be posted in a conspicuous location at all times while the property is rented and made available upon request for inspection.

§ 205-27. Applicability.

This article shall apply to all short-term rentals but shall not apply to a full month rental in the month of February. In addition, this article shall not apply to facilities approved as a hotel, motel, rooming house, lodging, lodging house or bed-and-breakfast.

§ 205-28. Occupancy.

Occupancy is limited to the number of occupants authorized by the state tourist rooming house license issued by the State of Wisconsin, Department of Agriculture, Trade and Consumer Protection, in accordance with Wisconsin Administrative Code Chapter ATCP 72 and all successor regulations.

§ 205-29. Parking.

A minimum of two parking spaces shall be provided for each short-term rental. No on-street parking for renters will be allowed. Parking may be provided off site. Parking spaces must meet the standards set forth in Chapter **390**, Zoning, of the Code of the Village of Williams Bay.

§ 205-30. Solid waste disposal.

Adequate refuse containers shall be available to prevent accumulation or scattering of solid waste, garbage and rubbish on the ground. Refuse containers shall be no larger than two cubic yards. Refuse must be removed from the property not less than one time per week and within 24 hours of placement for pickup. Containers for refuse larger than two cubic yards which have been located on the premises prior to obtaining a license under this article may remain in place, provided that such containers are enclosed by screening which visually shields the containers from neighboring properties.

§ 205-31. Guest registry.

Each license holder shall keep a registry of the party responsible for securing the rental including their name, address, phone number, dates of stay and number of occupants in the party. The registry shall be made available upon request by the Clerk. The license holder shall maintain the above stated information for a period of not less than one year from the last date of stay of the occupants.

§ 205-32. Property rules.

A list of property rules must be posted at the property and provided to the occupants and a copy submitted with the application for a license. Property rules must include the following minimum information:

- A. Maximum occupancy of the property.
- B. Contact information for the designated operator.
- C. Where to park.
- D. Quiet hours of 10:00 p.m. to 7:00 a.m.
- E. Pet policy: no more than three pets are allowed at the property.
- F. Outdoor burning regulations.
- G. Non-emergency contact information for law enforcement and fire.
- H. What to do with the garbage after the rental period is ended.
- I. Copy of the State of Wisconsin tourist rooming house license.
- J. Copy of the Village short-term rental license.
- K. Copy of the boating regulations if the property is located adjacent to a lake shore.

§ 205-33. License application and fees.

Any property owner or person having a contractual interest in any residential dwelling in the Village may file an application for a license to offer for rent a short-term rental with the Clerk at least 30 days in

advance of the date the property is first offered for rent on forms furnished by the Clerk.

A. The application shall include the following:

- (1) Address and tax key of the residential dwelling.
- (2) Names and addresses of the applicant, owner of the dwelling or promoter or sponsor.
- (3) Copy of State of Wisconsin tourist rooming house license.
- (4) Name, address, and phone number of a designated operator for the property.
- (5) Proposed occupancy for the dwelling.
- (6) Floor plan of all floors to be occupied in the dwelling, drawn neatly and accurately with dimensions clearly shown.
- (7) Site plan drawn neatly and accurately of the parcel including, but not limited to, lot lines, parking, and location of garbage collection areas.
- (8) Copy of property rules.
- (9) Schedule for refuse pickup and name of refuse hauler if other than refuse hauler retained by the Village.
- (10) Proof of adequate sanitation facilities.

B. Any changes in ownership of the property or designated operator shall be forwarded to the Clerk within 10 days of the change.

C. Once approved, each license shall be valid for up to one year from July 1 until the following June 30. If a license is granted after April 1 of a license year, the license will be valid until June 30 of the following year.

§ 205-34. License fee schedule.

The license application fees shall be established by resolution of the Village Board in a fee schedule, which may be modified from time to time. The fees shall be related to costs involved in the processing of license applications, reviewing plans, conducting inspections and documentation. A schedule of the fees shall be on file with the office of the Clerk.

§ 205-35. Revocation.

Revocation of the license shall commence when the owner of the property fails to comply with the requirements of this article and/or § 46-11, Room tax, as they existed at the time of the issuance of the license.

§ 205-36. Revocation process.

- A. The owner of the property shall be notified of any noncompliance by the Village Administrator or his/her designee.
- B. The owner shall correct the violation within 24 hours to the satisfaction of the Village Administrator or designee.
- C. The Village Administrator or designee may notify the Village Board of noncompliance and request permission to proceed with the revocation process.

- D. Upon scheduling of a hearing before the Village Board concerning the possible revocation, the Village Administrator or designee will notify the owner of the property at least two weeks prior to the hearing date.
- E. The Village Administrator or designee will attempt to notify all property owners located within 150 feet of the property at least two weeks prior to the public hearing.
- F. A representative of the Village shall appear at the hearing before the Village Board to present the evidence of noncompliance. All other interested parties may also give testimony to the Village Board.
- G. A written decision of the Village Board will be made and will be provided to the owner.
- H. If a license is revoked, the owner may apply for a new license after a twelve-month revocation period.

- (1) A buffer yard with a minimum opacity of 0.60 shall be provided along all property borders abutting residentially zoned property (see Article 9).
 - (2) Boarding houses may only be located in an area of transition from residential land uses to nonresidential land uses, as determined by the Zoning Administrator.
 - (3) Minimum required off-street parking: one space per each bedroom for rent, in addition to requirements for principal residents.
- M. Tourist rooming house. A dwelling unit available for stays for one to six consecutive days by paying guests, which may or may not be owner-occupied for parts of the year. These uses are often referred to as vacation rentals and include timeshare units. Where such units are rented for more than six but less than 29 consecutive days, such use shall not be considered tourist rooming houses but instead shall be considered short-term rentals, separately described and regulated in Chapter **205**, Article **III**, Short-Term Rental of Residential Dwellings, of the Village Code. Where such units are leased for periods longer than 28 consecutive days, such use shall also not be considered tourist rooming houses, but shall instead be considered "single-family" dwellings, separately described and regulated under this chapter. Also not included within this land use category are "bed-and-breakfast establishments," "commercial indoor lodging," or "boarding houses." Tourist rooming houses shall adhere to the following standards:
[Amended 8-20-2018 by Ord. No. 2018-6]
- (1) Occupancy shall be limited to two persons per bedroom, plus an additional two persons. At no time may the number of guests exceed eight regardless of the number bedrooms in the dwelling unit.
 - (2) The maximum stay for any party other than the owner of the premises shall be six consecutive days.
 - (3) The number of guest vehicles allowed on site is limited to the number of bedrooms in the unit. On-street parking is prohibited. No recreational vehicle or tent may be used for living or sleeping purposes.
 - (4) The appearance or use of the dwelling shall not be altered in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, odors, dust or vibrations that carry beyond the premises.
 - (5) The availability of the tourist rooming house to the public shall not be advertised on site.
 - (6) The tourist rooming house must be licensed by the State of Wisconsin.
 - (7) Minimum required off-street parking: one space per each bedroom.
 - (8) The total number of tourist rooming houses permitted in the Village shall not exceed 15.
[Amended 6-20-2022 by Ord. No. 2022-03]
- N. Campground. Campgrounds include any facilities designed for overnight accommodation of persons in tents, travel trailers, or other mobile or portable shelters or recreational vehicles. Campgrounds shall adhere to the following standards:
- (1) Campgrounds shall be surrounded by a buffer yard with a minimum opacity of 0.70 along all property borders abutting residentially zoned property (see Article 9).
 - (2) Minimum required off-street parking: 1.5 spaces per campsite.
- O. Group day-care center (9+ children). Centers where qualified persons provide childcare services for nine or more children. Examples of such land uses include day-care centers and nursery schools. Such land uses may be operated on a for-profit or a not-for-profit basis. Such land uses may be operated in conjunction with another principal land use on the same environs, such as a church, school, business, or civic organization. In such instances, group day-care centers are not

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 8-1-25

☐ Town ☒ Village ☐ City of Williams Bay

County of WALWORTH

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 9/27/25 and ending 9/27/25 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Friends of Kishwaukee NPO

(b) Address PO BOX 580 WILLIAMS BAY, WI
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized 1992

(d) If corporation, give date of incorporation 5/7/92

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President PEGGY POLLITT 438 HARVARD AVE FONTANA

Vice President SUSAN FRANZEN 372 Geneva St. WB

Secretary CINDY STUHLEY, 170 Circle Pkwy WB

Treasurer PEGGY POLLITT, 438 HARVARD AVE, FONTANA

(g) Name and address of manager or person in charge of affair: PEGGY POLLITT
438 HARVARD FONTANA

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 251 Eikhorn Rd. WB (KNC) Entire property

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? No building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event KNC Wine Walk 2:00-5:00 pm

(b) Dates of event 9-27-25

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Peggy Pollitt 8/4/25 Friends of Kishwaukee
(Signature / Date) (Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 7/30/25
County of Walworth

☐ Town ☒ Village ☐ City of Williams Bay

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Dec 4 and ending Dec 15 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Mack Glass Community DBT Worlds Tallest Glass Tree
(b) Address PO BOX 201 Williams Bay WI 53191
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized 1/2021

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Rob Elliott

Vice President Jason Mack

Secretary Carol Timms

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 373 W Greneva St Williams Bay WI 53191

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Outdoor tents on grounds.

3. Name of Event

(a) List name of the event World's Tallest Glass Tree

(b) Dates of event Dec 5, 6, 7, 12, 13, 14, 15 2025

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____

(Signature / Date)

7/30/25

Mack Glass Community
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191

(262) 245-2700

Receipt No: 13.016382

Aug 4, 2025

LICENSES AND PERMITS - LIQUOR/BEER LICENSE - TEMP RETAILERS - MACK GLASS 100-43001 LIQUOR/BEER LICENSE	10.00
Total:	10.00
CHECKS Check No: 1057	10.00
Payor: MACK GLASS COMMUNITY INC	
Total Applied:	10.00
Change Tendered:	.00

Duplicate Copy

08/04/2025 1:28 PM

Page 3 EDGEWATER PARK USE AND POLICY CONTRACT



EDGEWATER PARK USE AND POLICY CONTRACT

The Village of Williams Bay will allow use of the park, shelter building, some park equipment, electricity, water and sewer, natural gas and waiver of alcoholic beverage license fees.

IN RETURN THE UNDERSIGNED AGREES TO THE FOLLOWING:

- 1) You must specify, in writing, your purpose for using the park with date and time requested and documentation for the event a minimum of four (4) weeks prior to the event.
- 2) Organizations requesting the park must be non-profit, civic-minded Williams Bay based groups or have a constituency composed primarily of Williams Bay residents. Organization must also possess liability and worker's compensation insurance as required by the Village Board for your particular event.
- 3) A Five Hundred Dollar (\$500.00) refundable deposit shall accompany this signed contract to assure compliance with the following rules governing use of the park.
- 4) Organization using the Park agrees to repair or replace any items broken, stolen or lost, such as mops, brooms or cleaning equipment; lights or bathroom fixtures, lawn turf, etc., during the time the Park is used.
- 5) Organization using the Park must keep the park clean and orderly during your event, including allowing others to freely access the park and the bathrooms. Also, agrees to pick up litter as it accumulates and clean rest rooms during the time of your event. All clean up must be performed by 10:00 AM of the day following the event unless specifically changed by the Village Administrator.
- 7) Organization must supply chairs, garbage receptacles and dumpster and must be responsible for removing trash and garbage at close of event and to leave that portion of the park in a clean manner. All park tables shall be returned to their original placement in the park.
- 8) These rules apply to beer and/or wine sales. Beer and/or Wine requests must be submitted to the Village Clerk a minimum of four (4) weeks prior to the event.
 - a) Use of alcoholic beverages on village property is prohibited. However, when fermented malt beverages and/or wine are to be sold and/or served at any event authorized by the village board, a valid license shall be obtained and the provisions of village ordinance Chapter 8.01 shall be in full compliance. The license must be held by the person who filed the original application and shall be presented to any law enforcement officer upon request. Prior to the issuance of a license, the applicant must attend a pre event informational meeting to be held prior to the Village Board meeting preceding this event with the Chief of Police and the Director of Public Works. This meeting is required as specific requirements are to be met for license approval that will be outlined and reviewed.
 - b) It is expected that an organization issued such a license will post in one or more conspicuous locations, including sales outlet, signs disclosing that no fermented malt beverages or wine will be served to any underage person or any person without adequate age identification.
 - c) A fence is to be installed around the licensed premises to control ingress and egress with designated personnel posted at the entrance for the purpose of checking age identification.
 - d) No underage person is allowed to assist in the sale of beer and/or wine, nor are they allowed to loiter in the area of beer/wine sales.
 - e) There shall be one point of sale only. Licensee shall comply with regulations specified in Wisconsin Statutes for Class "B" licenses.
 - f) A list of those serving alcoholic beverages at this event must accompany this contract.
- 9) All group members must be informed and agree to abide by these rules prior to the occurrence of the event.
- 10) Any organization requesting use of the kitchen must contact the Lions Club at nelsonbruce@aol.com to arrange for inspection of equipment available for use.

After approval of a park request has been granted, the Village Board, Village Administrator, Chief of Police, or Public Works Director may revoke same if it is deemed that such action is justified by an actual or potential emergency due to weather, fire, riot, administrative or clerical error or likelihood of a breach of the peace.

premises. The applicant agrees not to use the premises for any unlawful activity including those posted in the parks, and also agrees to abide by park rules, regulations and ordinances of the Village of Williams Bay.

The applicant agrees to indemnify the Village and hold it harmless for all expenses, liability and claims of any kind arising out of harm to or activities of attendees to the event. For certain events, the Village may require the applicant to file evidence of insurance in force or other evidence of adequate financial responsibility. The Village may also require the applicant to provide trained security personnel at the event.

Indemnification:

Prior to approving any application for reserved use of any village facility, the village may require the applicant to file evidence of good and sufficient sureties, insurance in force or other evidence of adequate financial responsibility, protecting third parties as may be injured or damaged and naming the Village of Williams Bay as an additional insured, in any amount depending upon the likelihood of injury or damage as a direct and proximate result of the reserved use sufficient to indemnify the Village and such third parties as may be injured or damaged thereby, caused by the applicant, its agents or participants.

General Information

Name: Nathan Bond Organization: American Legion Post 102

Address: PO Box

Phone: Veterans Email: nmorganbond@gmail.com / 262.215.3481
Suicide Prevention 5K Walk/Run

Title of Event: _____

Date(s) requested: 9/20/25 Is event open to public? (circle one) YES NO

Summary of Event including the approximate number of attendees:

Goal is 100 guests. This is an event to
raise awareness on Veterans suicide prevention.

Contact Information (if different than above)

Name: Amanda Lisenby Organization: Same - Auxiliary President

Address: 11014 Bonner Dr., Walworth WI 53184

Phone: 815.354.2691 Email: amandalisenby@gmail.com

STATEMENT CONCERNING LIABILITY AND WORKER'S COMPENSATION INSURANCE FOR USE OF EDGEWATER PARK

We hereby acknowledge and confirm that the undersigned non-profit group or organization, together with all of its members, are not acting or serving in the service of the Village of Williams Bay in any respect in connection with the use we are about to make of or event we are about to hold in Edgewater Park. Our organization, including all members thereof, is not acting under any contract of hire, express or implied with the Village of Williams Bay nor is our organization, or any members thereof serving the Village of Williams Bay as an independent contractor. Our organization, including all members thereof, will not employ any other persons or firms in connection with the use we are about to make of or event we are about to hold in Edgewater Park as our use or event will be run using our membership or immediate family members of our membership only. This statement is made to clarify and confirm that our organization, including all members thereof, is not subject to Worker's Compensation coverage of the Village of Williams Bay.

We further acknowledge and confirm that the undersigned non-profit group or organization has liability insurance coverage of at least \$1,000,000 (one million dollars) and liquor liability insurance coverage (if applicable) in the same amount of coverage provided to it by its parent organization as set forth below that does provide liability insurance coverage to our local group or organization for the use or event about to take place under our exclusive control in Edgewater Park. We acknowledge that we are responsible, and all of our members and our member's immediate family who may also be participating in our event, for the safe and careful conduct of our event. As an express condition of our event therein under our exclusive use and control we do hereby agree to indemnify the Village of Williams Bay and all of its officials, agents and employees against all liability or loss that the Village of Williams Bay may sustain as a result of claims, demands, costs or judgments arising from the use or event we are about to hold in Edgewater Park.

DATED this 5TH day of August, 2025

Group or organization American Legion Post 102

Our liability insurance provided by: West Bend Mutual Insurance Company / TABER LLC 608-723-6441
(a certificate of insurance is attached hereto naming the Village of Williams Bay as an additional named insured) Policy # B68169400

Signed by: Nathan M. Bond Nathan M. Bond
President or other authorized signatory 17 Stem St. (PO Box 43)
Williams Bay, WI 53191

VILLAGE USE ONLY

Date application received: _____ Received by: _____

All documentation attached? yes/no

Date and time of pre-event informational meeting: _____

Committee approval? yes/no Date: _____

Village Board approval? yes/no Date: _____

Comments:

Revised 11/21/2022 Applicant initials _____

Village of Williams Bay
PO Box 580
250 Williams Street
Williams Bay WI 53191

(262) 245-2700

Receipt No: 20.001863

Aug 5, 2025

REC DEPARTMENT - FACILITY RENTAL REVENUE - Edgewater Park 100-44107 FACILITY RENTAL REVENUE	500.00
Total:	500.00
CHECKS Check No: 305	500.00
Payor: NATHAN BOND	
Total Applied:	500.00
Change Tendered:	.00

08/05/2025 12:47 PM

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 8-1-25

☐ Town ☒ Village ☐ City of Williams Bay

County of WALWORTH

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 9/27/25 and ending 9/27/25 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Friends of Kishwaukee NPO

(b) Address PO BOX 580 WILLIAMS BAY, WI
(Street) ☐ Town ☒ Village ☐ City

(c) Date organized 1992

(d) If corporation, give date of incorporation 5/7/92

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President PEGGY POLLITT 438 HARVARD AVE FONTANA

Vice President SUSAN FRANZEN 372 Geneva St. WB

Secretary CINDY STUHLEY, 170 Circle PKWY WB

Treasurer PEGGY POLLITT, 438 HARVARD AVE, FONTANA

(g) Name and address of manager or person in charge of affair: PEGGY POLLITT
438 HARVARD FONTANA

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 251 Eikhorn Rd. WB (KNC) Entire property

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? No building

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event KNC Wine Walk 2:00-5:00 pm

(b) Dates of event 9-27-25

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Peggy Pollitt 8/4/25 Friends of Kishwaukee
(Signature / Date) (Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____